SECNAV UNCLASSIFIED Directives Review and Approved Clearance Process for Signature Prepares final Via TRIM Context &/or ction Office Drafts directive directives Incorporates chops/comments/ the Tasker System, and prepares package and Sponsor/ coordinates staffing to resolves any issues, completes Accepts changes, forwards to Flag directives package obtain chop/ final draft, ensures it complies responds to Staff Office for comments/concurrences with directives standards and comments, as chain of command appropriate, makes from format (i.e., DSCP review) review for any further SMEs/advisors/stakehold signature necessary changes and submits latest Upon signature ers/ Initiates TRIM Contacts submit directives etc., as appropriate version of draft to workflow for **AAUSN** TRIM and checks off package to compliance reviews to initiate compliance review workflow, or e-mails **AAUSN** to DNS-52, as appropriate **AAUSN** Assists sponsor/AO with the directives process Prepares directive for electron via TRIM Context (determines validity of new SECNAVs, posting and forwards to DNS-5 establishes TRIM user accounts, aids in initiating, along with original hardcopy monitoring and finalizing workflow) directives package G, PA/FOIA, Records Initial compliance reviews completed DNS-52 sends latest DNS-52 completes another directives concurrently via TRIM; directives review Is the directive review and ensures initial each reviewer uploads to sponsor/AO via e-mai Compliance Reviews (JA Org., Forms/Reports Directives) ready for signature No compliance reviews have review and checks off been incorporated workflow Yes DNS-52 finalizes and clears directive for signature. Uploads FINAL for DNS-52 posts PDF to DONI and files signature version and approved and maintains case file of original clearance (OPNAV 5215/9) to the directives package TRIM record